



**BRAZORIA COUNTY COURTHOUSE
PURCHASING DEPARTMENT
111 E. LOCUST STREET, BLDG. A-29, SUITE 100
ANGLETON, TEXAS 77515**

TEL: 979-864-1825 FAX: 979-864-1034

NOTICE TO BIDDERS/OFFERERS

Brazoria County Purchasing Director, Lesa Girouard, will receive sealed bids/offers at the Brazoria County Courthouse West Annex Building, 451 N. Velasco St., Suite 100, Angleton, Texas, 77515. Bids/Offers will be opened and publicly read in the Purchasing Conference Room.

BID/OFFER NUMBER: RFP#16-40 CUSTODIAL SERVICES FOR BRAZORIA COUNTY FACILITIES

BID/OFFER OPEN/CLOSING DATE: FRIDAY, JULY 29, 2016 AT 11:00 A.M., LOCAL TIME

A non mandatory pre-offer meeting is scheduled for Wednesday, July 20, 2016 at 10:00 a.m. local time in the 2nd floor conference room of the Brazoria County West Annex Building, 451 N. Velasco Street, suite 249, Angleton, Texas. Attendance is not mandatory in order to submit an offer; however, it is highly recommended. Interested parties are highly encouraged to download all proposal documents from the Brazoria County Purchasing website prior to attending the pre-offer meeting.

If you wish to receive a Bid/Offer Package with full instructions and requirements, you may do so by one of the following methods:

- **INTERNET (24 hours a day 7 days a week)**

Visit our Website at: <http://brazoriacountytexas.gov/departments/purchasing/bid-opportunities>

- **PICK UP AT (8:00 a.m. to 5:00 p.m. Monday thru Friday)**

Brazoria County Courthouse
Courthouse West Annex
Purchasing Department, Suite 100
451 N. Velasco Street
Angleton, Texas 77515

- **REQUEST A MAILED COPY**

Contact Purchasing at (979) 864-1825 to request a copy be mailed via US Regular Mail.

Bidder/ Offerer must provide: Company Name, Address, Telephone, Fax, Contact Name and email address.

Any prospective bidder/offerer desiring any explanation or interpretation of the solicitation must make a written request at least five (5) business days prior to the scheduled time for the bid/offer opening. Any information given to a prospective bidder/offerer concerning this solicitation will be furnished promptly to all other known prospective bidders/offerers as a written amendment/addendum to the solicitation. Brazoria County reserves the right to accept or reject any or all bids/offers as it deems in its best interest and to waive any formalities.

It is the Bidder/Offerer's responsibility to verify the issuance of Addenda in regard to this Bid/Offer. All Addenda shall be submitted to all known bidders/offerers and shall be posted on the Brazoria County Purchasing Website identified above. Brazoria County shall not be responsible for failed internet connections or power interruptions.